



CITY OF REDMOND
APPLICATION REQUIREMENTS FOR:
SHORELINE CONDITIONAL USE PERMIT

An appointment must be scheduled to submit your application to the Development Services Center. Please call 425-556-2494 to schedule your appointment. Applications delivered by courier or by mail will not be accepted. Failure to include all items will result in the application being deemed incomplete and will not be reviewed until complete.

Did this project have a Pre-Application meeting with the Technical Committee? Y N If Yes, what was the most recent pre-app date? _____ What was the file # of the pre-app? _____

Did this project have a Pre-Application meeting with the Design Review Board? Y N If Yes, what was the most recent pre-app date? _____ What was the file # of the pre-app? _____

Please note that the submittal requirements below may change periodically. These submittal requirements are dated **June 2006**.

I. APPLICABILITY

Applications for Shoreline Conditional Use Permits as required in the Shoreline Master Program must include the following information:

II. PROFESSIONAL PREPARATION

All Shoreline Conditional Use Permit Applications shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, shall be provided on the face of the application materials.

III. GENERAL

The applicant shall check each item below to confirm these items are included in the application submittal package:

- ____ A. Completed General Application Form and Project Contact Form
- ____ B. Application Fees (please provide receipts from Technical Committee and Design Review Board pre-application meetings in order to determine the Pre-Application meeting credit).
- ____ C. 8 1/2" x 11" Vicinity map (suitable for public notice purposes) showing the following:
 - Labeled streets and north arrow
 - Site location using natural points of reference
 - Relationship of the property and proposed development or use to roads, utilities, existing developments and uses on adjacent properties.
- ____ D. One (1) 8 1/2" x 11" reduced site plan suitable for public notice purposes.

- ____ E. Legal description of subject property.
- ____ F. A SEPA Application form, together with nine (9) copies of a City of Redmond SEPA Checklist. Complete responses must be provided to all questions. If the Shoreline Permit application is being filed in conjunction with another approval application requiring a SEPA checklist and the requirement for obtaining a Shoreline Permit is referenced within the checklist, only the SEPA application form shall be required.
- ____ G. Completed SEPA/CAO Fee Worksheet
- ____ H. Explanation of any modifications to existing codes or standards, if proposed.
- ____ I. Completed JARPA form (available at the Development Services Center or on-line)
- ____ J. A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project.
- ____ K. A general description of the property as it now exists including physical characteristics, improvements and structures.
- ____ L. A general description of the vicinity of the proposed project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics (this may be included on the vicinity map).
- ____ M. Where applicable, a depiction of the impacts to views from existing residential uses and public areas.

IV. SITE PLAN

For multi-sheet applications, the engineering site plan, architectural site plan and landscape plan shall all use the same base maps unless prior arrangements have been made. Additionally, a sheet index must be provided on the face of all plan sets.

Fifteen (15) sets of site plans (labeled "Site Plan") are required. Plans must be drawn to a scale of 1" = 20', shall not exceed 22"x 34" sheet size, and must include all information indicated below. Please check each item below and write the applicable page # identifying where each item is located on the plans.

- ____ A. Section, Township and Range to the nearest quarter. All applications for projects located in open water areas away from land shall provide a longitude and latitude location. Page # ____
- ____ B. Property boundary lines, existing lots, tracts, utility or access easements, and streets. (If easements or covenants are proposed, a draft must be included.). Page # ____
- ____ C. Shoreline designation according to master program. Page # ____
- ____ D. Location and identification of water bodies, wetlands, and flood-prone areas. Page # ____
- ____ E. If the property is located in a floodplain, you must show the Base Flood Elevation.
- ____ F. The ordinary high water mark of all water bodies located adjacent to or within the boundary of the project. Where the ordinary high water mark is neither adjacent

to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high water mark of a shoreline. Page #____

- ___G. A delineation of all wetland areas that will be altered or used as a part of the development. Page #____
- ___H. A general indication of the character of the vegetation found on the site. Page #____
- ___I. Locations, dimensions and ground elevations of existing and proposed structures and improvements including but not limited to buildings, paved or graveled areas, roads, septic tanks and drainfields, material stockpiles or surcharge, parking areas, existing or proposed public and common use areas, fences and other development features. Page #____
- ___J. Existing and proposed topography at 2-foot contours based upon an actual field survey. Page #____
- ___K. Location of existing and proposed utilities and utility easements. Page #____
- ___L. Existing and proposed stormwater runoff system and peak flow rates. Page #____
- ___M. Volume, source and composition of any fill material that is placed on the site whether temporary or permanent. Page #____
- ___N. Volume, composition and volume of excavated or dredged materials and proposed disposal area. Page #____
- ___O. Typical cross-section or sections showing the following: Page #____
 - Existing ground elevations.
 - Proposed ground elevation
 - Height of existing and proposed structures
 - Ordinary High Water Mark
 - Areas of shorelines which are of statewide significance
- ___P. Landscaping plan showing existing and proposed vegetation including quantity, size and species of proposed vegetation. Page #____
- ___Q. Front, rear and side building elevations. Page #____
- ___R. Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project. Page #____

V. SHORELINE CONDITIONAL USE CRITERIA

Pursuant to WAC 173-27-160, Shoreline Conditional Use Permits must meet the below criteria. Applicants must provide a written analysis of each of the criteria below.

- (a) That the proposed use is consistent with the policies of RCW [90.58.020](#) and the master program;
- (b) That the proposed use will not interfere with the normal public use of public shorelines;
- (c) That the proposed use of the site and design of the project is compatible with other authorized uses within the area and with uses planned for the area under the comprehensive plan and shoreline master program;
- (d) That the proposed use will cause no significant adverse effects to the shoreline environment in which it is to be located; and
- (e) That the public interest suffers no substantial detrimental effect.

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